



19 Hours	Youth Coordinator	JOB Description
Direct Report	RCASA Director	Grade D 21.03 – 26.15
Department	Public Safety	FLSA Non-Exempt
Division	Police	Bargaining Unit Non-Union
Date	August 2015	Location Police Station

Summary

Reading Coalition Against Substance Abuse (RCASA) mobilizes community organizations, residents and youth to work together to implement multiple strategies to reduce substance abuse in Reading, MA. The RCASA Youth Coordinator organizes youth-driven substance abuse prevention efforts for the Town of Reading; primarily reaching youth ages 12-18.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The Youth Coordinator will assist the RCASA Director and Community Outreach Coordinator to implement coalition key goals, objectives and activities that pertain to youth-driven leadership regarding substance abuse prevention.
2. The Youth Coordinator will serve as the Adult Advisor of the RCASA Student Club at Reading Memorial High School, including member recruitment, retention activities, hosting weekly meetings and planning club activities.
3. The Youth Coordinator will organize the Youth Crew, a select group of youth consultants that meets every other Sunday to develop substance abuse prevention research projects.
4. The Youth Coordinator will facilitate youth trainings and chaperone social drug-free events
5. The Youth Coordinator work in collaboration with youth consultants, youth and adult volunteers, and members of the RCASA Board of Directors from 12 sectors of the community to generate youth and adult engagement opportunities on a quarterly basis.
6. The Youth Coordinator will assist the RCASA Director and Community Outreach Coordinator in producing community events.
7. The Youth Coordinator will respond to inquiries and requests for information and referrals through collaboration with the Community Outreach Coordinator.
8. Utilize the Strategic Prevention Framework for planning and decision-making.
9. Implement appropriate environmental strategies as indicated in the grant-approved applications and renewal documents.
10. 51A-mandated reporter per Massachusetts law, which "requires professionals whose work brings them in contact with children to notify MA Department of Children & Families if they suspect that a child is being abused and/or neglected".
11. Work in accordance with the U.S. Center for Substance Abuse Prevention requirements for employees engaged in prevention projects.

Peripheral Duties

1. Performs various duties as needed.

Supervisory Responsibility

1. This position has no supervisory responsibilities.
2. This position requires the Youth Coordinator to supervise volunteers.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Communication Proficiency	Problem Solving	Networking Capabilities
Technical Expertise/Knowledge	Discernment/Judgment	Organization/Planning

Work Environment

Some work is performed in an office environment. The noise level is usually quiet. Field work is performed at various locations including schools and town buildings. Fieldwork is also performed at outdoor community events. These sites may involve occasional exposure to hazardous conditions, inclement weather mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. Occasionally works in high, precarious places and is exposed to wet and/or humid conditions. The noise level of field work is usually moderate to loud.

Physical Demands

While performing the duties of the job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel, or operate objects, or controls, reach with hands and arms, and operate a motor vehicle. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, or hear. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input, and the operation of office equipment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus for reading material for analytical purposes.

Work Hours

This is a part-time time position scheduled 19.5 hours per week Mon, Tues, Wed. from 2:00-5:00 p.m., Thur. 2:00-6:30 p.m. and Sundays from 10:00-4:00 p.m. with some flexibility for evening events that are scheduled quarterly from 6-10 p.m.

Minimum Qualifications

1. High School diploma required.
2. Associate's Degree in health education, psychology, social services, social work or related field preferred.
3. Two years of experience in an office or business setting , preferably in the public sector, human services or social service field.
4. Certified Alcohol/Drug Abuse Counselor (CADC) and/or licensed Alcohol/Drug Abuse Counselor Assistant.
5. Demonstrated experience in planning and implementing events preferred.
6. Intermediate knowledge of Microsoft Office Programs including Word, Excel, Internet Explorer, and Outlook.
7. Experience with social media including Twitter, Instagram and Facebook.
7. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

1. Must possess and maintain a valid State driver's license or have the ability to obtain one prior to employment;
2. Must have a reliable vehicle for use in this position.
3. Ability to be trained as a Youth Coordinator within 30 days of hire.
4. Complete a Youth Worker Certificate program within 180 days of hire.
5. Experience with youth development or leadership programs preferred.

Additional Knowledge, Skills and Abilities

1. Ability to conduct volunteer recruitment, plan, and assume leadership in relations with youth and local student leaders.
2. Ability to establish effective working relationships with youth, parents, school, town, and coalition partners.
3. Ability to work independently and maintain confidentiality and maintain detailed records.
4. Ability to communicate effectively in written and oral form.
5. Ability to engage youth leaders in carrying out volunteer duties.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This position description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____